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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

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4 March 1965

To: Training Officers of the Clandestine Services

CLANDESTINE SERVICES NAME CHECK

22 - 26 March 1965

0830 - 1700 hours
1A-07 Headquarters

Clandestine Services Name Check is a new course instituted by OTR based on a specific requirement of the DDP. A pilot session of the course was conducted in February and was attended by a selected group of persons experienced in name checking and biographic research. Critique and response to the course was most favorable and this experience will be incorporated into the first regular running of the course scheduled to take place from 22 through 26 March.

The purpose of this course is to introduce personnel of the Clandestine Services to the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources for biographic information concerning individuals of interest to the Clandestine Services. It emphasizes research as performed by Headquarters personnel. Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and available resources and repositories of information. Subjects covered also include policies and procedures within the CS records system, research techniques, administrative procedures and practices applicable to biographic research, presentation of the results of the research, and responsibilities to the records system. An exercise in biographic research constitutes more than 20 percent of the class time. Attendance in this course does not provide the student with operational knowledge and background sufficient to qualify him as an independent researcher capable of making operational judgments.

(See other side.)

GROUP 1
Excluded from automatic
downgrading and
declassification

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The course is intended primarily for persons who conduct name checks and for Junior Officer Trainees assigned to a Headquarters desk, but it is open to all personnel who supervise or are in any way involved in name checking. Training Officers should also consult with Records Management Officers and Record Officers for candidates whom they believe should receive this type of training.

Registration closes Tuesday, 16 March. Enrollment is limited to 20 students. Training Officers should send Form 73 to AIB/RS on or before that date. For additional information on the course content call [REDACTED] Chief Instructor, on extension [REDACTED] For information pertaining to registration call AIB on extension [REDACTED]

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